



GUIDELINES FOR USE OF HOUSE MEETING SPACE

Effective August 14, 2019

This policy provides guidelines and availability for the use of House Meeting Space in the State Capitol and Pocahontas Building.

The State Capitol and Pocahontas Building are open to the public Monday through Friday, 9:00 a.m. to 5:00 p.m. To facilitate access to legislative meetings, the buildings will open to the public at least 30 minutes before the scheduled start of any legislative meeting.

General Guidelines

House meeting space exists to support the work of the General Assembly and, unless authorized by the Clerk of the House of Delegates, is for legislative use only. **For purposes of this policy, "legislative use" means use by (i) standing committees and subcommittees, (ii) interim subcommittees and commissions, (iii) legislative agencies, or (iv) executive and judicial branch entities that include legislative members.** Meeting space is reserved on a first-come, first-served basis by contacting the House Clerk's Office Committee Operations staff at (804) 698-1540.

House meeting space in the Capitol complex during both the legislative session and interim is restricted to legislative use only and is NOT available for use by outside groups.

All groups and/or persons using House facilities are responsible for leaving the space in the same condition as it was found. Failure to do so may result in the loss of privilege to use meeting space in the Capitol complex in the future.

Signs may not be affixed to walls, windows, or any surface, or displayed in a manner that blocks the view of others, encroaches on aisles, or impedes the safe movement of visitors. The Division of Capitol Police are responsible for public safety in the Capitol complex.

Individuals or groups needing audio-visual equipment or requiring special support (registration tables, laptop, easels, etc.) should request these resources at the time the reservation is made or as soon as possible thereafter. The House of Delegates will make every effort to support reasonable requests, however such equipment is ultimately the responsibility of the group using the space.

Individuals requiring visual language (sign language) or foreign language interpretive services should contact the House Clerk's Office Committee Operations staff at (804) 698-1540, giving at least **five (5) business days' notice of such request for interpreter services.**

Guidelines for use of House meeting space in the Capitol and Pocahontas Building are provided in the following pages. A summary table is the final page of this document.

House Meeting Space in the Capitol Complex

There are three meeting rooms available for public use in the State Capitol. These rooms are reserved for legislative use of the House of Delegates, including but not limited to, committee meetings, subcommittee meetings and legislative agencies.

House Room 1 (Majority Caucus Room), located on the 1st floor of the Capitol, has a U-shaped dais which can accommodate 20-22 persons, audience seating for 55-60, and is fully AV-equipped, including microphones, projectors and monitors.

House Room 2 (Minority Caucus Room), located on the 1st floor of the Capitol, is slightly smaller with a dais which can accommodate 12 persons and audience seating for 35-40, and is fully AV-equipped, including microphones, projectors and monitors.

House Room 3, located in the Capitol Extension, has a two-tiered dais that can accommodate 25 persons, and audience seating for 60 persons and comes fully AV-equipped.

The **Jefferson Room and Old House Chamber**, located on the 2nd floor of Capitol, are not considered public meeting spaces and may only be reserved for special legislative functions with the approval of the Clerk of the House of Delegates.

The **House Committee Room**, located on the ground floor (Main Street) of the Pocahontas Building, has a three-tier dais, seating 25 persons and audience seating for approximately 180. The room is fully A/V equipped including microphones, projectors and monitors.

The **Shared Committee Room** is located on the ground floor (Main Street) of the Pocahontas Building, and is shared by the House of Delegates and the Senate of Virginia. During the legislative session and interim, the Shared Committee Room is reserved for legislative use only of the General Assembly, including but not limited to, committee meetings, subcommittee meetings and legislative agencies.

There are seven small **House Subcommittee Rooms** located on the 2nd, 3rd and 4th floors of the Pocahontas Building. Each room is configured slightly differently but all have a table which can accommodate 8-12 persons and audience seating for between 40-75 people. There is no sound system and limited AV equipment. These rooms are not designed to facilitate PowerPoint presentations. During the legislative session, **Rooms 200B and 300B** may be reserved on a first-come, first-served basis by House members to meet with constituent groups for no more than **30 minutes per reservation**.

The **6th Floor Speaker's Conference Room** is generally only available for legislative meetings.

Press Conferences

The **House Briefing Room**, located on the ground floor (Main Street) of the Pocahontas Building is the primary venue for press conferences in the Capitol complex. The Briefing Room may be reserved on a first-come, first-served basis by calling House Clerk's Office Committee Operations staff at (804) 698-1540.

Press conferences must be sponsored by a member of the House of Delegates.

Signs may not be affixed to walls, windows, or any surface, or displayed in a manner that blocks the view of others, encroaches on aisles, or impedes the safe movement of visitors.

Food and beverages, other than water, are not permitted in the House Briefing Room.

There are limited resources available to groups or individuals using the House Briefing Room. If you need easels, additional tables, or audio-visual equipment, please request at the time the reservation is made or as soon as possible thereafter. The House of Delegates will make every effort to support reasonable requests.

Food and Beverage Service

Food and beverage service is only allowed in the State Capitol or Pocahontas Building with the written approval of the Clerk of the House of Delegates. If catered food and beverage service is needed, it is preferred in House Rooms 1, 2 and 3 of the Capitol.

Requests to serve food and beverage in the Capitol should be submitted to the Clerk of the House at least **seven (7) days prior to the meeting or scheduled function** by email to Andrew Lunney in the House Clerk's Office at ALunney@house.virginia.gov.

NOTE: Legislative committees, agencies, and commissions may hold "working lunches" where food and beverages are provided for members without prior permission of the Clerk of the House. However, non-legislative branch agencies must send a written request to the Clerk of the House at least seven (7) days in advance of any such meeting.

All catered functions in the public meeting space in the Capitol complex must be coordinated with Meriwether's, the contractor for food/beverage service. **Use of outside caterers is strictly prohibited.** Once food/beverage service has been approved by the Clerk of the House, catering arrangements may be made by calling Meriwether's at (804) 698-7692.

While the House is in session, individuals may bring food and beverages into the public meeting spaces in the Capitol (House Rooms 1, 2 and 3) and the conference rooms in the Pocahontas Building to view the session on closed circuit, with the understanding that the rooms will remain open to the public and are not reserved for the exclusive dining of any individual or group. We respectfully request that individuals viewing the session in those rooms do not eat or drink at the dais or tables, so as not to disturb the technology in place.

Any group using House facilities shall be responsible for leaving the space in the same condition as it was found. Failure to do so may result in the loss of privilege to use House space.

School groups and other groups visiting Capitol Square should be prepared to eat their lunches outside, on the lawn, or on their buses.

SUMMARY

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		Session	Interim
CAPITOL BUILDING			
House Room 1 Capitol	22 Dais 60 Audience	Legislative use only	Legislative use only
House Room 2 Capitol	12 Dais 40 Audience	Legislative use only	Legislative use only
House Room 3 Capitol Extension	25 Dais 60 Audience	Legislative use only	Legislative use only
POCAHONTAS BUILDING			
House Committee Room Ground Floor	26 Dais 190 Audience	Legislative use only No food or beverage service	Legislative use only
Shared Committee Room Ground Floor	27 Dais 180 Audience	Legislative use only No food or beverage service	Legislative use only
House Briefing Room Ground Floor		Reservation must be sponsored by House member No food or beverage	Reservation must be sponsored by House member No food or beverage
Subcommittee Rooms: Room 200-A Room 200-B Room 300-A Room 300-B Room 400-A Room 400-B Room 400-C	10 Table, 50 Audience 12 Table, 40 Audience 12 Table, 75 Audience 10 Table, 40 Audience 10 Table, 60 Audience 10 Table, 64 Audience 10 Table, 60 Audience	Legislative use only 200B and 300B may be reserved by members to meet with constituents for up to 30 minutes No food or beverage service	Legislative use only
Speaker's Conference Room 6 th Floor	22 Table 45 Audience	Legislative use only; special permission required No food or beverage	Legislative use only; special permission required No food or beverage

